

DUTIES AND RESPONSIBILITIES / AUDIOVISUAL ENGINEER

The AudioVisual Engineer (AVE) is responsible for serving as the contact person for all Audio, Video, and Projection related requirements on a specific production. Additionally, they are responsible for the inventory, maintenance and storage of existing and new audiovisual equipment during their assignment.

Training

The AudioVisual Engineer:

- Enrolls in **(1)** of the following:
 - Technical Theatre (THTR121)
 - Advanced Technical Theatre (THTR221)
 - Internship/Independent Study (ENG 391 or 394)
- Attends all preparatory, introductory, and follow-up sessions, as available, such as:
 - Weekly Production meetings
 - Meet & Greet
 - Postmortems
- Sets and holds weekly office hours (ideally overlapping with AAVE and/or sound lab).
- Completes all required safety trainings.
- Provides AV support for other department events like One Acts Festival and UR Performing events (attendance negotiable).

Crew Leadership

The AudioVisual Engineer:

- Must be present to lead and supervise all work sessions for audio and video equipment such as Hang, Focus, Sound Check, and Strike for the production.
- Reports to the Production Manager of the program.
- Works closely with Sound and Video Designers for the production, and the Technical Director of the program.
- Confirms audiovisual show run crew positions with Production Management and trains Board Ops.
- Works closely with Stage Management to assess backstage needs during the show.
- Mentors and supervises the Assistant Audiovisual Engineer(s), including defining their explicit call schedule.
- Assists in the training and documentation of the Audiovisual crew in the safe and efficient use of AV equipment and tools, including ladders, scaffolds, amps, speakers, mics, cameras, projectors, monitors, consoles, tools, and cables. Attendance at sound lab is typically required to fulfill this responsibility.

Production Involvement

The AudioVisual Engineer:

1. Provides all necessary paperwork, plots, budgets, inventory, and all other tech specs to the Sound and Video Designers.
2. Tracks and reviews all paperwork, plots, and tech requirements received from the Designers with the URITP Production Manager, Technical Director, and other Department Heads.
3. Provides audiovisual or video equipment needed during the rehearsal process, as requested and available. Supports archival video recording as needed.
4. Sends crew calls to assigned crew members and AAVE(s).
5. Requests purchases and rentals for all additional equipment that may be necessary for the production. May be required to assist with the pick-up and return of equipment.
6. Is responsible for the daily modifications, troubleshooting, and repair of audiovisual requirements and equipment during the entire production process.
7. Sets and maintains the intercom, backstage monitoring, and paging systems for the production.
8. Conducts a safe Strike of all audiovisual equipment and ensures that the Theatre and assigned storage areas are returned to a clean and organized condition following the production.

Documentation & Deliverables

The AudioVisual Engineer:

1. Ensures that the audiovisual inventory is accurate and up to date at the start of the production process.
2. Reviews all plot versions and provides feasibility updates. References other department plans against AudioVisual needs. Generates plans for install and cabling beyond the Designer submissions.
3. Curates and submits a production archive for each production including:
 - Final (as hung) plots
 - Show files and media
 - Patch list
 - Run Sheets
 - Other: network/device arrangement, tech notes, shared drives
4. Maintains and updates the AVE Handbook.
5. Updates the audiovisual inventory at the end of each production.